

Helping People. Changing Lives.
Growing Strong Communities.



INCA Community Services, Inc.

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As required by Section 311 (A9), Title 25 of the Oklahoma Statutes, notice is hereby given, that INCA Community Services, Inc. will hold a regular meeting of the Board of Directors on March 26, 2018 at 5:00 p.m. at INCA Community Services, 371 W. 10th Street, Atoka, Oklahoma. This is a dinner meeting.

REVISED AGENDA

1. Call Meeting to Order
2. Establishment of Quorum
3. Consideration/Possible Action - February 26, 2018 Board Minutes
4. Consideration/Possible Action - Financial Consultant Services
5. Consideration/Possible Action - February 28, 2018 Financial Report
6. Consideration/Possible Action - Financial Manual
7. Consideration/Possible Action - CSBG Allocation
8. Consideration/Possible Action -
 - a. Affirmative Fair Housing Marketing Plan and Resolution
 - b. HUD Continuum of Care - ESG Resolution
 - c. Utilization of Minority Business Plan - Resolution
 - d. Fair Housing Proclamations - Housing and INCA LLC
 - e. Housing Tenant Participation Plan
 - f. CHDO Resolution
 - g. CHDO Conflict of Interest Affidavit
 - h. INCA LLC - Management Plan
9. Consideration/Possible Action - Weatherization DOE Additional Funding Opportunity
10. Consideration/Possible Action - RSVP

- a. RSVP - United Way - Permission to Apply
- b. RSVP - Home Depot - Permission to Apply
- c. RSVP - Appointment of Sue Cherry (Marshall County) to Advisory Council
- d. RSVP - Appointment of Anna Mowder (Pontotoc County) to Advisory Council

11. Consideration/Possible Action - Policies and Procedures

- a. Housing - Conflict of Interest Grievance Procedures
- b. JAMM Transit - Disadvantaged Business Enterprise Program Policy

12. Job Descriptions

- a. Addition of reference to Early Head Start to the following job descriptions:
 - i. Head Start Director
 - ii. Health Service Manager
 - iii. Education Manager
 - iv. Nutrition and Purchasing Manager
 - v. Area Supervisor/Family Engagement Coordinator
- b. Communication and Capacity Director
- c. Corporate Secretary/Capacity Administrator

13. Program Highlight - Volunteer Income Tax Assistance (VITA)

14. Agency Review - INCA Community Action Plan

- a. Review Agency Priorities

15. Training

- a. Fiscal Responsibilities

16. Program Reports – Informative no action needed

- a. LaQuita Thornley - Program Reports
 - i. Board opening - Murray County - Private
 - ii. Board Election in April - Marshall County - Low Income
- b. Brenna Moore – Staffing Report
- c. Amber Freeman – Communication/Strategic Plan Report
- d. Erica Pogue – JAMM Transit and Housing Report
 - i. DBE Matters and Achievement
- e. Kathy Castleberry – Head Start/Early Head Start Report
 - i. Monitoring Schedule
- f. Wanda Gray – RSVP Report
- g. Kristy Mobbs – RAVE

17. Adjourn

Mission Statement: INCA Community Service, Inc. shall operate programs to alleviate the causes of poverty and enhance the public health and welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training and education, and the opportunity to live in decency and dignity.

Vision Statement: The opportunity exists for our communities and citizens to maintain dignity, a quality lifestyle, be self-sufficient and to benefit from a more productive, responsible and economically stable society.